



Setti D. Warren
Mayor

City of Newton, Massachusetts

Inspectional Services Department

John D. Lojek, Commissioner
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
www.ci.newton.ma.us

Main Line/Inspectors
(617) 796-1060
Zoning Board of Appeals
(617) 796-1065
Fax: (617) 796-1086
TDD/TTY
(617) 796-1089

BUILDING PERMIT APPLICATION CHECKLIST

Construction of a New Single or Two Family

Building Permit Application form completely filled out

- ☐ 3 part Certificate of Exemption tree form
- ☐ Affidavit/Certificate of Insurance
- ☐ All boxes; with signatures where required
- ☐ Compliance with the "Stretch Energy Code"
- ☐ Condominium Permission form, if applicable
- ☐ Conservation approval, if applicable
- ☐ Copy of any Special Permit's and/or Variance's, if applicable
- ☐ Debris Removal form
- ☐ Health Department approval if on private sewage
- ☐ Historic approval, if applicable
- ☐ Homeowner Exemption Form
- ☐ Permit fee
- ☐ Photocopies of Construction Supervisors License
- ☐ Supporting information regarding Buildable Lot Status (subdivision and/or grandfathered)

Certified Plot Plan (by registered professional Land Surveyor)

- ☐ Basement finished floor elevation
- ☐ Elevation back of sidewalk
- ☐ Elevation of garage floor if garage underground or below grade
- ☐ Existing/proposed contours
- ☐ Limits of lot
- ☐ Location of water, sewer connections at inverts
- ☐ Open space, Lot coverage
- ☐ Proposed building foot print, showing all setback dimensions
- ☐ Site drainage calculation (as required) (any grade change)
- ☐ Top of concrete elevation

Two complete sets of Architectural/Structural Plans

- ☐ A minimum of (2) two sets of drawings must first be submitted to the Fire Department for approval before an application is submitted to Inspectional Services – Call Fire Prevention Bureau at (617) 796-2230 before you bring your plans to them for approval
- ☐ (1) one paper set of the drawings and two copies on CD in PDF format with the Fire Department's approval stamp on them are then submitted to ISD
- ☐ Area calculations of attic/half story
- ☐ Full structural sectional, fully dimensional
- ☐ Gross floor area in sq. ft. dimension including Floor Area Ratio (FAR) calculations
- ☐ Should include – elevations, floor plans and structural plan view
- ☐ Structural stamps as required